

Economic Development Citizens Advisory Committee (EDCAC)

Minutes for the July 13, 2016, Committee Meeting

Held in the Merrimack Memorial Room

Merrimack, New Hampshire

Committee Members

Present: Susan B. Lee, David Shaw, Dawn Shepherd, Ken Asai, Joshua Schiavone, and Douglas C. Dowell

Absent: None

Excused: None

Town Council Representative: None

Guest(s): None

Public attendee(s): None

1. Call to Order

The meeting was called to order at 7:04 p.m., by Susan B. Lee, chairperson.

2. Announcements

David announced that the 2016 Merrimack Fall Festival and Business Expo would be held on October 1, 2016, between the hours of 10:00 a.m. and 2:00 p.m., at the James Masticola Upper Elementary School.

3. New Business

a. Election of Officers

Susan Lee was elected as Chairman on a motion by Doug, seconded by David, with a vote of 6-0-0.

David Shaw was elected as Vice Chairman on a motion by Ken, seconded by Joshua, with a vote of 6-0-0.

Dawn Shepherd was elected as Secretary on a motion by Doug, seconded by Susan, with a vote of 6-0-0.

4. Business

a. Discussion of a new business survey (led by Joshua Schiavone)

Joshua reviewed questions he suggested for the business survey he is working on. These questions include:

- What is the name of your business?
- What is your role in this business?
- What is the category of your business?
- How do you currently access assistance Town of Merrimack resources?

- If your business were to grow, would you remain in Merrimack?
- What services could the Town of Merrimack provide you to assist in this growth?
- What challenges do you face that impact your ability to grow?
- Is the Town of Merrimack website a useful resource for you?
- What improvements would you like to see on this website?
- What are the important factors for businesses to locate in Merrimack?

Susan suggested including the following questions:

- Have you ever met with staff members of the Town's Community Development office to help with expansion of your business?
- Are you aware of the support services available through the Regional Economic Development Center of Southern New Hampshire (REDC)?
- Would you like to provide a testimonial about doing business in Merrimack?

Ken suggested adding the following question:

- Are you using non-governmental town resources, e.g., the Merrimack Chamber of Commerce?

Joshua stated that he is considering using Google Forms or Type Forms, which are free of charge, as the format for the proposed survey.

Susan provided a review of a business survey website for examples of questions for the survey. Susan noted that the purpose of this survey is not to gather data such as the number of employees, rather that it is a needs and opportunities survey. Susan will search for a well drafted template for this survey that we may be able to use.

Ken suggested that, where appropriate, answers would not be "Yes" or "No," but would include a sliding scale such as 1 – 10.

The committee discussed whether a searchable, filterable database of state businesses exists, perhaps through the State of New Hampshire. Ken will look into this and report back to the committee on his findings.

Susan suggested that we add a committee meeting on September 14, 2016, to discuss the proposed survey. Having a meeting on that date would allow discussion of the survey prior to the planned formal announcement on October 1, 2016, at the Fall Festival and Business Expo. Doug moved that we add this meeting to our schedule and Dawn seconded the motion. The motion passed 6-0-0. See Item 7, EDCAC Meeting Schedule, below for details.

b. Other topics that may be raised during meeting

Susan distributed to the committee members a printout of a page from the Live Free and Start (LFS) website (livefreeandstart.com). The goal of this organization is "creating jobs and making New Hampshire an even better place for innovative businesses to start, grow and succeed."

Susan will ask Tim Thompson to add a link to the LFS website on the EDCAC page on the Town of Merrimack website.

5. APPROVAL OF MINUTES – 06.08.2016

David moved that the minutes should be approved as corrected and Dawn seconded the motion. The motion passed 6-0-0.

6. PUBLIC COMMENT

No members of the public attended the meeting.

7. EDCAC MEETING SCHEDULE

The next meeting of EDCAC is scheduled for September 14, 2016, at 7:00 p.m., in the Merrimack Memorial Room.

8. ADJOURNMENT

Motion to adjourn the meeting was made by Doug and seconded by Ken. The motion passed 6-0-0 and the meeting was adjourned at 7:58 p.m.

These minutes are respectfully submitted to the Committee by Douglas Dowell – Secretary.

These minutes were approved on XX/XX/2016, by a vote of X-X-X on a motion made by XXX and seconded by XXX.

DRAFT